

INDIAN FARMERS FERTILISER COOPERATIVE LIMITED (IFFCO)
IFFCO Sadan, C-1, District Centre, Saket Place, New Delhi – 110017

Advertisement for the Post of Data Entry Operator

Post(s)	Data Entry Operator
Number of Post	One (1)
Qualification	Bachelor of Computer Applications (BCA) with 55% and above. Proficiency Certificate in Computer
Work Experience	More than 3 years of post-qualification experience. Having in-depth knowledge of Administration Operations. Proficiency in use of Computers and its applications.
Key Skills	- Procurement of Goods and Services, local purchases, handling tenders, Contracts, AMCs, Disposal of assets etc. - Knowledge of accounts handling and General Administration etc. - Good Communication & Negotiation Skills - Proficiency in MS-Office
Age	Not More than 30 years (As on 1 st July 2026) (Relaxable by 5 years for SCs/STs & by 3 years for OBCs)
Location	New Delhi The Current position is transferable in any of the existing or future establishments of IFFCO or its subsidiaries.
Pay & Benefits	As per IFFCO pay Structure
Selection Procedure	Eligible candidates will be required to appear for computer based Online Test or as decided by IFFCO. Only shortlisted candidates will be called for personal interview. Relaxation may be granted at the discretion of the Competent Authority.
Medical Examination	As per IFFCO's standards before final selection.
Knowledge of Language	Hindi & English
Interested and eligible candidates may apply online on the below mentioned Link latest by 30.07.2026. https://careers.iffco-recruitments.in	